



National Career Association

**Policies & Procedures
Handbook**

NCA National Headquarters

1729 King Street, Suite 100 | Alexandria, VA 22314-2720
Tel. 703.684.9479 | www.nca.org

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I. Organizational Structure

A. National Career Association

The National Career Association (NCA) is a member-led organization committed to providing its members to help them succeed both in school and on the job, leading to productive and rewarding careers. Members are participants enrolled in programs affiliated with Jobs for America's Graduates, a 501(c)(3) federally tax-exempt, non-profit corporation.

The NCA provides a unique program of leadership, personal, and professional development to enhance the program experiences of JAG participants in middle schools, high schools, and out-of-school programs. Members will participate in local chapter meetings, attend state and national conferences, and seek recognition through a unique NCA National Competitive Events Program or elected office as a NCA National Officer.

The National Career Association Headquarters is also the National Headquarters for Jobs for America's Graduates. The State Career Associations are the JAG State Affiliates and the Local JAG Programs are the locations of NCA Chapters. JAG Specialists provide a dual role in a JAG program by also serving as the NCA Chapter Advisor.

B. NCA State Career Associations

1. The National Career Association is comprised of NCA State Career Associations which in turn are comprised of local NCA chapters.
2. Process for establishment:
 - a. Interested states contact the NCA National Headquarters for approval as a NCA Chartered State Career Association.
 - b. Each State Career Association **must** have a minimum of five (5) Local NCA Chapters with each having a minimum of twenty-five (25) members, or in accordance with the State Affiliation policies.
 - c. NCA State Career Associations are not charged an initiation fee.
 - d. NCA State Career Association Bylaws must be on file with NCA Headquarters and in no way conflict with the NCA Bylaws.
 - e. NCA State Career Associations may have a combination of the following approved divisions within their state association: middle school, secondary, and/or out-of-school.
 - f. NCA State Career Associations must agree to closely monitor local NCA chapters to ensure they embrace the NCA brand and mission.
3. Support provided to NCA State Career Associations:
 - a. Consultation in start-up activation and activities of the NCA State Career Association

- b. Publications and training through JAG’s Learning Management Systems and Electronic National Data Management Systems.
- c. Other assistance, as necessary, to ensure a successful launch.

C. NCA Affiliation

NCA will collaborate with the State Associations to determine the best fee structure for the organization.

- 1. NCA affiliation fees for membership shall be approved by the NCA voting delegates at the annual meeting of the Delegate Assembly.
- 2. Affiliation applications shall be submitted through the online affiliation system prior to the state’s first conference registration deadline or as directed by each state.
- 3. Members are not eligible for competition if they are not affiliated with NCA by the state designated date (prior to their State Career Development Conference).
- 4. Each NCA chapter shall have one local advisor of record affiliated.
- 5. All members and advisors attending the National Career Development Conference shall be affiliated with NCA unless they are a guest or family member.
- 6. All National Honorary Life Members shall be affiliated each year at the expense of the NCA.
- 7. NCA State Career Associations shall agree to monitor local NCA chapters to ensure all members are paying outstanding affiliation and registration invoices in a timely manner.

D. National Career Association Officers

1. Elected Officers

The NCA elected officers:

- a. are specified in the NCA Bylaws in Article IV, Section 1.
- b. will hold a one-year term. As a national NCA officer, each member will be asked to speak about NCA and its activities; therefore, the officers serve the organization, individually, as a spokesperson or “ambassador” as well as a team player. As a member of the elected team, it is the responsibility of each national officer to work together to help increase membership, plan the NCA National Career Development Conference and support each other to ensure a successful year.

2. Expectations of NCA Elected Officers

The expectations of the NCA Elected Officers are to:

- a. Provide guidance, leadership, and motivation to all NCA members.
- b. Represent the views of all NCA members – not the individual views of the officers or their NCA State Career Association.
- c. Handle correspondence, projects, and assigned duties in a professional and timely manner.
- d. Carry out their responsibilities but not let them interfere with their education.
- e. Provide monthly updates to the NCA National Officer Advisor.
- f. Wear official NCA attire at official NCA functions as designated by the NCA National Advisor. Business casual attire consisting of a NCA national officer team polo shirt with color-coordinated slacks will be selected by the national officer team and the NCA National Officer Advisor and will be advised of approved functions.
- g. Travel attire and travel processes will be discussed by the national officer team and approved by the NCA National Officer Advisor. (In some cases, the school district or state will require a school official to serve as a chaperone for the national officer. NCA welcomes a school/ state-required chaperone but all expenses will be the responsibility of the school/state and the NCA National Officer Advisor must be informed of the additional chaperone prior to the event.)
- h. Reimbursement of Expenses for Elected Officers: Elected officers shall be reimbursed for any reasonable and approved expenses by the NCA National Officer Advisor while carrying out their duties. Each national officer will receive a Travel and Expense Report to use to receive reimbursements. Expenses without receipts will not be reimbursed.

The following are types of expenses that will be approved by the NCA National Officer Advisor:

- a. Vehicle mileage to and from the site, up to the amount of the lowest quoted airfare. A mileage claim or gasoline receipt may be submitted, not both; you must submit an approved airline ticket
- b. Meals for the conference or trip duration (# of days will be provided)
- c. Transportation such as taxi, Uber, airport shuttle, etc.
- d. Tips (where receipts are not needed – bellman and delivery)
- e. Airport or Venue Parking
- f. Hotel room (if not covered by master account or State Association)
- g. Any supplies that have been approved
- h. Other expenses

Notify the NCA National Officer Advisor of any circumstances which prevent carrying out any duties or responsibilities.

3. National Officer Duties

The duties of each elected NCA officer shall be:

a. National President.

It shall be the duty of the NCA National President to preside over and conduct all national officer meetings; preside over and conduct the annual Business Session held in conjunction with the National Career Development Conference; serve as a member of the NCA Executive Council; make committee appointments, as needed; develop a Plan of Work in collaboration with other NCA officers to implement during the year; be available for implementation of the plan of work and national officer support; and, be available to promote NCA.

b. President-Elect.

It shall be the duty of the President-Elect to preside at meetings when the National President is unavailable and to serve in any capacity as directed by the President; and, to promote NCA in accordance with the Plan of Work. The President-Elect will become the National President at the completion of the year of service and preparation to serve an additional year as the National President.

c. Secretary.

It shall be the duty of the Secretary to take notes of each team meeting to keep team members informed; prepare minutes of the annual Business Session in conjunction with the Annual NCA Career Development Conference; ensure all NCA Executive Council members have all information from the organization when distributed; and keep the National President informed of team member activities.

d. Parliamentarian.

It shall be the duty of the Parliamentarian to ensure that the meetings are conducted in accordance with *Robert's Rules of Order, Newly Revised*; advise the National President on parliamentary procedure during national officer meetings and during conferences; ensure that election procedures follow proper protocol; and promote that NCA local chapters use proper parliamentary procedure when conducting business.

4. NCA Officer Candidate Examination

NCA officer candidates are required to pass the NCA examination. The examination information will be included in NCA Candidacy Study Materials published prior to the election process and will include general leadership and career knowledge as well as parliamentary procedure information. Candidates will also be required to be part of an interview during the candidate process. All candidates must be active members of their local and State Career Association to run for office. The passing score on the examination is 80 percent.

5. Required Documents for NCA Candidacy

- a. NCA nomination form with a listing of all NCA state and local offices held.
- b. A verified record of academic support from the current school year.
- c. A statement of support with signatures from the NCA Local Advisor, School Principal, Parent or Legal Guardian (if less than 18 years of age), and the State Advisor.

6. Nominating Committee

The nominating committee will be responsible for interviewing national officer candidates and slating them for the election process.

- a. The National President-Elect shall preside over the Nominating Committee.
- b. The members of the Nominating Committee shall be composed of no less than one member from non-candidate states from the following divisions: middle school, secondary, out-of-school and college success; one State Advisor from non-candidate state; and one industry representative.
- c. The Nominating Committee shall be appointed by the NCA Headquarters and will serve as the oversight.
- d. The Nominating Committee shall interview qualified candidates and select no more than four candidates for each of the four offices: President, President-Elect; Secretary; and Parliamentarian.
- e. Candidates not slated by the Nominating Committee may be nominated from the floor if they have met the qualifying requirements. (NCA Bylaws, Article IV, Section 2)

7. Term of Office

National officers shall be elected by a ballot at the annual National Career Development Conference to serve a one-year term or until their successors are selected. In the event a majority vote is not secured by a candidate, a run-off will be held between the two candidates with the most votes. Terms of office shall begin immediately after the annual CDC when officers were elected. Members may not seek re-election to the same office.

8. Vacancies

In the event of a vacancy in the office of the President, the President-Elect shall succeed to the office. In consultation with the National Officers and National Officer Advisor, other vacancies in offices may be filled by appointment by the officer team and a Special Nominating Committee.

9. Officer Removal

The policy whereby officer members may be removed from office are as follows:

- a. If an officer misses three (3) consecutive monthly reports and/or two (2) planning meeting calls, that officer shall resign or go before a committee. The

committee shall consist of two (2) National Officers, (1) National Officer Advisor, and the NCA National Advisor.

- b. Violations of the Code of Conduct will be handled by the NCA National Advisor.
- c. If the violation is not resolved, the NCA National Advisor will bring it to the attention of the NCA Board of Directors.
- d. If the decision is to remove an officer member, the officer may appeal the decision by writing a letter to the NCA National Advisor, who will make a comprehensive written report to NCA Board of Directors.

10. Finances

- a. All NCA Officer travel expenses must be approved by the NCA Officer Advisor based on the approved travel budget for the year.
- b. Officers are required to submit an expense form with detailed information about their expenses.
- c. Officers who are approved to travel to state or national conferences will be reimbursed for approved expenses within 30 days.

E. National Career Association Divisions

1. Middle School Division

The Middle School Division shall be composed of middle school students who are enrolled in a JAG Middle School Program (grades 6-8) and are active members in the local NCA Chapter.

2. Secondary Division

The Secondary Division shall be composed of secondary students who are enrolled in a JAG Program (grades 9-12) and are active members in a local NCA Chapter. There may be multiple NCA Chapters organized by programs serving Senior Year Only, Multi-Year, or Alternative Education.

3. Out-of-School Division

The Out-of-School Division shall be composed of participants who are working on pursuing a GED or high school equivalency through an Out-of-School Program and are active members in the local NCA Chapter.

4. Alumni Division

The Alumni Division shall be composed of former NCA members. Alumni Division members may not vote, make motions, hold elected office, or take part in NCA's National Competitive Events Program.

5. Professional Division

The Professional Division shall be composed of persons who are associated with and supportive of the National Career Association. This could include but is not limited to: JAG Specialists/Advisors, Managers, Council of State Affiliate Representatives,

community leaders, JAG family members, JAG Partners, JAG Supporters, JAG Friends and others who are supportive of the National Career Association. These may include alumni or other adult members of the community who wish to assist and support the NCA organization.

6. National Honorary Life Division

The National Honorary Life Division shall be composed of individuals making significant contributions to the growth and development of the National Career Association. National NCA Honorary Life members shall not vote or hold office and shall not be required to pay dues.

Process of acceptance for National Honorary Life (NHL) members:

- a. Potential NHL members must be nominated. Interested parties shall complete the nomination form with justification for the nomination.
- b. The nomination form will be presented to a special committee comprised of two National NCA officers and two NCA National staff members.

II. Professional Activity and Development

A. National Career Development Conference

1. Purpose

The purposes of the National Career Development Conference are to:

- a. Provide a variety of educational and social development experiences for NCA members.
- b. Provide NCA members the opportunity to share common experiences in leadership development, community service, and experiences that enhance their professional and personal competencies.
- c. Provide employer engagement opportunities for NCA members to interact and learn from partnership networks which could include workshops, exhibit booths, career fairs, and networking opportunities.
- d. Provide the opportunity for participation in and recognition of leadership and skill development through the NCA Competitive Events Program.
- e. Conduct the annual business of the NCA by the NCA Delegate Assembly.

2. Finances

- a. The National Career Development Conference should be a self-supporting conference. Although within the JAG National Budget, all revenue and expenses relating to the National CDC should be clearly recorded to determine the actual cost of the member service.
- b. A registration fee shall be established for the National CDC and shall be based upon the proposed budget for each fiscal year.
- c. Registration fees for the National CDC shall be submitted by NCA Chartered State Associations by 60 days prior to the CDC.

3. Attendance Eligibility

- a. All NCA members in good standing are eligible to attend the National CDC.
- b. Each NCA member attending shall:
 - i. Be a member in good standing of the NCA (as defined in the Bylaws).

- ii. Have approval of a parent or guardian unless the member is of legal age.
- iii. Have approval of the local NCA chapter advisor.
- iv. Have approval of the school administration.
- v. Have approval of the Chartered NCA State Association.

4. Registration

- a. The NCA State Advisor is responsible for registering the NCA State Delegation.
- b. Local NCA chapters will complete a registration form and submit to the NCA State Association for approval by the established deadline.
- c. All conference fees must be received by National NCA to avoid jeopardizing participation.
- d. Each delegate listed on the registration form must have a completed Code of Conduct and Medical Liability Release form attached with approved signatures.
- e. Family members or guests in attendance are required to pay the registration fee if attending all or any portion of the National CDC.
- f. The National CDC registration fee includes general sessions, social activities, entertainment, speakers, workshops, industry tours, media presentations, rentals, transportation, Awards Ceremony, conference insurance, registration information, conference program materials, recognition program awards, and general conference operating expenses.

5. Refund Policy

No refunds are allowed for the National CDC. Substitutions (of conference delegates) are allowed until the official registration closes which will be posted on the National CDC Agenda.

6. Hotel Registration

- a. The hotel reservations must be submitted by the deadline date to take advantage of the negotiated hotel room block. The hotel will release the rooms on the deadline date. Those not complying with the policy may not have access to rooms.
- b. Conference attendees must reside in approved CDC housing or they will not be eligible for competitive events or seek elected office.

- c. The NCA room block is available to registered delegates only at the National Career Development Conference.

7. Transportation

- a. For arrival and departure purposes, conference attendees are responsible for their transportation to and from the hotel.
- b. Conference transportation will be arranged by CDC staff and is the only method that delegates should be transported from the hotel to a CDC destination and return to the hotel. Best transportation price will be negotiated by NCA staff.

8. Competitive Events, Awards and Recognition

- a. Competitive events that are offered to NCA members are specified in the NCA Competitive Events Guide. The Guide can be found on the NCA website. The Guide includes the following information:
 - i. Competitive Event Guidelines
 - ii. Competitive Event Preparation
 - iii. General Rules and Regulations
 - iv. Resources
- b. The Awards and Recognition program is contained within the NCA Competitive Events Guide.

9. National Officer Elections

The officer candidate packet will be provided on the NCA website.

- a. NCA Candidate Nominating Process
- b. Nomination Form
- c. Travel Policies
- d. Statement of Support
- e. Candidate Resume
- f. Study Guide
- g. Interview Procedure and Rating Sheet
- h. Photo for the website and conference program

10. Dress Code

Attire reflects directly upon image of the NCA members and the National Career Development Conference. Because delegates will be joined by public and private industry leaders as judges and guests, delegates are asked to dress appropriately for all events.

Official JAG Uniform

Business Attire includes:

- Business suit, sport coat or blazer; tie optional
- Dress slacks, dress skirt, or business dress
- Collared dress shirt, dress blouse, or dress sweater

Note: All dresses and skirts must be at or below the knee. All blouses and dresses must have a two-inch shoulder strap.

Business Casual

Casual slacks (i.e., khakis or chinos), polo, blouse, or shirt, socks, and casual shoes. Jeans, t-shirts, and athletic shoes are not included in business casual attire.

Casual Wear

Denim, jeans, sweatshirt, or t-shirt, and canvas shoes or athletic shoes.

Unacceptable Attire During NCA Events

- Swimwear
- Athletic clothing
- Clothing with printing that is suggestive, obscene, or promotes illegal substances or behavior

Business Attire is Required for the following Events:

- General Sessions
- Competitive Events
- Workshops
- Tours

Casual Attire is Acceptable for:

- Leadership Sessions
- Social Events
- Entertainment

11. Conference Insurance

- a. Insurance is provided for delegates upon arrival at the CDC until the posted departure which includes accident and liability.
- b. Each NCA state association and local chapter are responsible for member protection and should secure insurance against accident and/or liability claims while traveling to the CDC with advisors and members.
- c. Each NCA local chapter advisor shall inform his/her delegates about the availability of insurance and the advisability of adequate insurance coverage.

12. Voting Delegates

Each State Chartered Association is allowed two delegates. The voting delegates may be chosen accordingly:

- a. assigned by the NCA State Representative
- b. treat the voting delegate position as an elected office
- c. highest ranking two State NCA Officers
- d. an interview process with decision made by NCA State Representative

The State NCA Bylaws should detail an acceptable process to select voting delegates.

13. General Sessions

All conference delegates are expected to attend the posted CDC General Sessions. General Session agendas are subject to change.

B. National Student Leadership Academy

1. Purpose

The purpose of the National Student Leadership Academy is to provide a comprehensive program that expands participants' leadership knowledge, skills, and abilities which are critical in today's changing environment. NSLA leaders will bond, communicate effectively, and energize leadership in all aspects. Some topics to be included:

- a. develop a personal working definition of leadership
- b. develop effective communicative skills both oral as well as written
- c. adjust to and work in group settings
- d. explore the role of ethical decision making in leadership
- e. develop characteristics to leadership overall and be role models for those who desire to become a future leader
- f. create opportunities to support community activities

III. Service to NCA Members

The National Career Association (NCA) has registered the official emblem. Designs found on the website, NCA publications and NCA products remain the copyrighted property of the National Career Association.

State and local affiliates of the National Career Associations are permitted to use the trademarked items on printed materials, promotional items and displays with the important exception that they may not be utilized on media that is re-sold by a for profit company.

A. Emblematic Materials

1. Purpose

NCA emblematic materials shall be used by the NCA members to display the brand and character of the member-based organization.

2. Purchase

All emblematic materials are copyrighted. NCA emblematic materials are sold only to NCA affiliates. Legal counsel will be alerted to halt the illegal use of the NCA emblem and/or copyrighted materials.

3. Manufacture of Logo/Emblem

All arrangements for the manufacture and sale of articles bearing the insignia, name, or logo of the NCA shall be made by the National Career Association. Any company interested in securing a license to manufacture articles using the NCA insignia, name or logo shall submit in advance to the NCA for consideration: samples, price lists and plan for royalties to the National Career Association.

Notice: If the NCA logo/emblem is reproduced, it must be an exact replica.

4. Use of emblematic materials by NCA Local Chapters and NCA State Associations.

- a. NCA members and advisors in good standing may use the emblem, including the name, logo, creed, and motto.
- b. NCA State Associations and Local NCA Chapters may use the emblem on materials which have public relations value. NCA Affiliates may give permission to civic groups and organizations to reproduce and use the NCA logo/emblem when they are helping to interpret and/or promote NCA through various community-based activities.
- c. The NCA logo/emblem and name may be used for fundraising projects and campaigns which are sponsored by NCA State Associations and Local NCA Chapters.

B. Publications

Publications, both documents and audio-visual materials, are available for use by NCA Affiliates and members. These materials are provided to help meet the needs of NCA members, advisors, and staff.

1. NCA Bylaws
2. NCA Policies and Procedures
3. National Career Association Handbook
4. NCA Officer Election Guide and Process
5. NCA Officer Handbook – National, State, and Local
6. NCA Brand Guide
7. NCA Uniform Policy
8. NCA Insignia (Logo)
9. Best Practices for NCA State Career Associations and Local NCA Chapters

C. Organizational Insignia

1. Name

The official name of this organization shall be the National Career Association.

2. Logo/Emblem

The official NCA logo/emblem was approved at the Constitutional Convention in 2021.

3. Protection of Name and Logo/Emblem

Federal law, grounded in Article I, Section 8, Clause 8 of the U.S. Constitution, provides protection for all U.S. citizens who register products of their intellect whether it be a patent or invention, a copyright on a written document or a trademark and/or logo representative of a business, product, or organization. The official emblem and name of the NCA are registered.

Organizational Policies

1. Non-Discrimination Policy

NCA is committed to creating and maintaining a healthy and respectful environment for all leaders and members. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all NCA members and advisors to uphold and contribute to this climate. NCA is compliant with the Americans with Disabilities Act.

2. Reasonable Accommodation Policy

NCA members with disabilities or who do not speak English will be reasonably accommodated in competitive events or other activities through event modification as a means of providing an equal opportunity. Such members may be allowed to provide and utilize special equipment that NCA may not be able to provide. For competitors

speaking a second language, NCA will make every effort to assist in finding interpreters as needed. Requests for reasonable accommodation must be indicated on the delegate registration form and submitted to NCA by the listed deadline in the program book.

3. Reproduction of Photographs or Videos

As a delegate to the National Career Development Conference or the National Student Leadership Academy, permission is granted to make photographs, videotapes, broadcasts, or other visual or sound recordings, separately or in combination available for reproduction for educational and promotional purposes by NCA unless it is made known by the delegate during registration. A release statement is part of the Code of Conduct.